

Date

Name

Address

Address

Address

Dear:

**Please read this letter in its entirety.**

We were recently the victims of a social engineering scam which resulted in the exposure of your 2015 W-2 information, including your name, address, social security number and salary information.

**While we have no evidence that any of your personal information was compromised or misused in any manner, we are taking appropriate precautionary measures to ensure your financial security and help alleviate concerns you may have.**

**What is Tricerat, Inc. doing to address this situation?**

Tricerat, Inc. has made immediate enhancements to our systems, security and practices. We are committed to helping those people who may have been impacted by this unfortunate situation. That's why Tricerat, Inc. is providing you with access to **Triple Bureau Credit Monitoring**\* services at no charge. These services provide you with alerts for twelve months from the date of enrollment when changes occur to any of one of your Experian, Equifax or TransUnion credit files. This notification is sent to you the same day that the change or update takes place with the bureau. In addition, we are providing you with proactive fraud assistance to help with any questions that you might have or in event that you become a victim of fraud. These services will be provided by **IDT911**, a company that specializes in identity theft education and resolution.

**How do I enroll for the free services?**

To enroll in **Credit Monitoring**\* services at no charge, please log on to **[https://www.myidmanager.com/promo\\_code.html](https://www.myidmanager.com/promo_code.html)** and follow the instructions provided. **When prompted please provide the following unique code to receive services: <CODE HERE.>**

To take advantage of the **IDT911** services, or to obtain additional information about these services, **please call the IDT911 help line 1-800-405-6108** and supply the fraud specialist with your unique code.

**What can I do on my own to address this situation?**

If you choose not to use these services, **we are strongly urging all employees to do the following:**

**If you choose to place a fraud alert on your own, you will need to contact one of the three major credit agencies directly at:**

- **Experian (1-888-397-3742)**
- **Equifax (1-800-525-6285)**
- **Transunion (1-800-680-7289)**

\* Services marked with an "\*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection and in order to confirm your identity.

**Also, should you wish to obtain a credit report and monitor it on your own:**

- **IMMEDIATELY** obtain free copies of your credit report and monitor them upon receipt for any suspicious activity. You can obtain your free copies by going to the following website: [www.annualcreditreport.com](http://www.annualcreditreport.com) or by calling them toll-free at 1-877-322-8228. (Hearing impaired consumers can access their TDD service at 1-877-730-4204.
- **Upon receipt of your credit report**, we recommend that you review it carefully for any suspicious activity.
- Be sure to promptly report any suspicious activity to Tricerat, Inc. or IDT911

You can also obtain more information about identity theft and ways to protect yourself from the Federal Trade Commission (FTC). The FTC has an identity theft hotline: 877-438-4338; TTY: 1-866-653-4261. They also provide information on-line at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft).

For more information about identity theft and your tax records, we recommend that you visit the IRS Taxpayer Guide to Identity Theft at <http://www.irs.gov>. You may want to consider notifying the IRS that your tax records may be at risk by completing IRS Form 14039 (Identity Theft Affidavit) which can be located at <http://www.irs.gov/pub/irs-pdf/f14039.pdf>. You will need to send Form 14039 to the IRS along with a copy of your valid government-issued identification, such as a Social Security card, driver's license, or passport to the address on the form or by faxing to 1-855-807-5720.

Detailed below are a few things to keep in mind when filing Internal Revenue Service Form 14039:

- All documents, including your identification, must be clear and legible
- The identity theft marker will remain on your file for a minimum of three tax cycles
- Any returns containing your social security number will be reviewed by the IRS for possible fraud
- The marker may delay the processing of any legitimate tax returns

**What if I want to speak with Tricerat, Inc. regarding this incident?**

While IDT911 should be able to provide thorough assistance and answer most of your questions, you may still feel the need to speak with Tricerat, Inc. regarding this incident. If so, please call Seth Pearlman at **800-582-5167 x1521** or Murphy Baker at **800-582-5167 x1512** from 9:00am to 5:00pm Eastern Standard Time, Monday through Friday.

At Tricerat, Inc. we take our responsibilities to protect your personal information very seriously. We are deeply disturbed by this situation and apologize for any inconvenience.

Sincerely,

John Byrne  
President and CEO

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